**Using Skype (Version 4.2 for Windows)**

kype icon on desktop

1. **Open Skype from your desktop or Windows > Start menu.**
2. **In the start-up screen, click in the box under Skype Name and type it in. Then do the same for your password.**   
   (If you forget your password, click the Forgot your password? link and follow the directions from there.)
3. **This will sign you in to Skype, ready for you to use.**

### How do I add a contact to my Contact list?

To add your friends to your Contact list so you can send instant messages and make free Skype-to-Skype voice and video calls:

1. From the menu bar, select **Contacts** > **New Contact…**.
2. Enter as much information as you can in the search fields: email, phone number, full name and Skype Name, and then click **Find.**
3. When you locate the correct contact, click **Add Contact**. This sends a contact request to your friend. After they have accepted your contact request, you can make calls, video calls and send instant messages to each other for free.

## How do I send instant messages?

1. In your contact list, find the person or group you want to message. Or on the **Conversations** tab, find the message you want to pick up again.
2. Click on the person, group or conversation.
3. In the main window, click inside the conversation box.
4. Type a message and click the blue **Send message** button, or just press the **Enter** key on your keyboard.



### If someone IMs you

If someone IMs you, your **Conversations** tab will turn orange and indicate that there is a new message.

1. Click the **Conversations** tab. You'll see a list of conversations, with an orange dot indicating the number of new messages.
2. Find the IM you want to reply to and click it.
3. In the main window, click inside the conversation box.
4. Type a message and click the blue **Send message** button, or just press the **Enter** key on your keyboard.

**How do I call someone who's on Skype?**

To call someone in your contact list:

1. Sign in to Skype.
2. On the **Contacts**tab, find the person you want to call. If you have lots of contacts, you can use the search box to find the person you’re looking for.
3. Click the contact. You will see their details in the main window. (Remember - anyone with one of these beside them https://support.skype.com/library/SKYPE/screenshots/FA81a.png is on Skype so it's free to call. Anyone with one of these https://support.skype.com/library/SKYPE/screenshots/FA81b.png means it's a phone or mobile number and calls will cost you a little.)
4. Click the green **Call**button https://support.skype.com/library/SKYPE/screenshots/FA81%20Call.png. You should hear ringing. If you don't hear the other person or they can't hear you, click the Check Settings icon in the call bar https://support.skype.com/library/SKYPE/screenshots/FA81%20Call%20quality.png.
5. To hang up, click the **End call** button https://support.skype.com/library/SKYPE/screenshots/FA81%20End%20call.png.

**How do I make a video call?**

You can make a video call for free with any of your Skype contacts – all you need is a webcam.

Before you call, check:

* Your webcam is plugged into your computer.
* You've installed the software that came with it.
* It's switched on.

To start a video call:

1. Sign in to Skype.
2. In your contact list, find the person you want to talk to and click on them. (Make sure they are online - if they have this https://support.skype.com/library/SKYPE/Offline1.PNG or this https://support.skype.com/library/SKYPE/Offline2.PNG symbol beside them, it means they are offline and you won’t be able to video call them.)
3. In the main window, click https://support.skype.com/library/SKYPE/Vidcall.PNG to start your video call.
4. Smile, wave, say hello!

You can also turn a voice call into a video call. To turn your video on during a call, simply click **Turn on Video**. Click it again to turn your video off.